REPORT RESUMES

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SUPERVISED TRAINING FOR AGRICULTURAL EMPLOYMENT FOR STUDENTS OF VOCATIONAL AGRICULTURE IN ARKANSAS.

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DESCRIPTORS- EMPLOYERS, *PROGRAM GUIDES, PROGRAM DEVELOPMENT, SCHOOL POLICY, ADVISORY COMMITTEES, ADMISSION CRITERIA, LABOR LAWS, LABOR UNIONS, RECORDS (FORMS), INSTRUCTIONAL MATERIALS, *VOCATIONAL AGRICULTURE, STUDENT EVALUATION, *COOPERATIVE EDUCATION, *OFF FARM AGRICULTURAL OCCUPATIONS, ARKANSAS,

INFORMATION TO ASSIST LOCAL ADMINISTRATORS, TEACHERS, COUNSELORS, ADVISORY COMMITTEEMEN, AND TRAINING CENTER REPRESENTATIVES IN OPERATING A PROGRAM OF SUPERVISED TRAINING FOR AGRICULTURAL EMPLOYMENT IS PROVIDED. THE MAJOR SECTIONS ARE--(1) THE NEED FOR THE PROGRAM, (2) ADVANTAGES OF THE PROGRAM, (3) ORGANIZATIONAL PROCEDURES, (4) PROGRAM POLICIES, (5) ADVISORY COMMITTEES, (6) STUDENT SELECTION, (7) TRAINING CENTER SELECTION, (8) ARKANSAS LABOR LAWS, (9) THE U.S. FAIR LABOR STANDARDS ACT, (10) SOCIAL SECURITY, INCOME TAX, AND LABOR UNIONS, (11) RECORDS AND REPORTS, AND (12) INSTRUCTIONAL MATERIAL. SAMPLE FORMS INCLUDED ARE AN INDIVIDUAL TRAINING PLAN, A TRAINING CENTER EVALUATION, A STUDENT LEARNER CERTIFICATE APPLICATION, AND A SECTION OF THE STATE RECORD BOOK. (JM)

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SUPERVISED TRAINING FOR AGRICULTURAL EMPLOYMENT

FOR STUDENTS OF VOCATIONAL AGRICULTURE IN ARKANSAS

By
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Division of Vocational Agriculture
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VT01634

INTRODUCTION

It is estimated that by 1970, those working or seeking work at anytime during the year - will total 100 million people.

Vocational Agriculture has a definite responsibility in meeting the educational needs of many of these individuals. For these persons to accomplish occupational competence in agriculture, the educational offerings of vocational agriculture must be expanded. This expansion should be consistent with employment possibilities and economic needs.

In Arkansas, Vocational Agriculture is being expanded in several areas. One of these areas is Supervised Training for Agricultural Employment. It will be referred to as the S.T.A.E. Program.

As this is a new area or phase of the program of vocational agriculture, information concerning it will be somewhat limited at the local school level. This manual has been prepared to provide certain information and serve as a guide in the organization and operation of an S.T.A.E. Program.

It is hoped that its use by School Administrators, Vocational Agriculture Instructors, High School Principals, Counselors, Advisory Committeemen, and Training Center Representatives will find it helpful in answering many questions about this program.

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PART I

THE NEED FOR THE S.T.A.E. PROGRAM IN VOCATIONAL AGRICULTURE

SECTION I

Panel of Consultants on Vocational Education Report

In his message to Congress on American Education, February 20, 1961, President John F. Kennedy said:

> The National Vocational Acts, first enacted by the Congress in 1917 and subsequently amended, have provided a program of training for industry, agriculture, and other occupational areas. The basic purpose of our vocational education effort is sound and sufficiently broad to provide a basis for meeting future needs. However, the technological changes which have occurred in all occupations call for a review and revaluation of these acts, with a view toward their modernization
>
> To that end, I am requesting the Secretary of Health, Education and Welfare to convene an advisory body drawn from the educational profession, labor, industry, and agriculture, as well as the lay public, together with representatives from the Departments of Agriculture and Labor, to be charged with the responsibility of revising and evaluating the current National Vocational Education Acts, and make recommendations for improving and redirecting the program.

On October 5, 1961, the White House announced that the Secretary of Health, Education, and Welfare had appointed the Panel of Consultants on Vocational Education.

The Panel began work in November of that year and made its final report in November, 1962. A few excerpts of the report, which in itself is quite lengthy, will be used here to point out existing conditions and recommendations for improving and redirecting the Vocational Education Program.

The Panel, through one study which compared Vocational Agriculture enrollments with subsequent occupational employment, found that only 10 boys studied vocational agriculture for every 100 males employed in the field of agriculture.

The Panel, among other recommendations, that recommended that:

(1) The present vocational education program be expanded for young people in high school who are preparing to enter the labor market. Specifically recommended under this broad recommendation was "The Vocational Agriculture program, under Federal reimbursement,

should permit instruction for occupations related to agriculture as well as for actual farming."

(2) Cooperative (school-work)programs should be organized wherever possible, so that the student concerned may have the advantage of school experience coordinated with employment.

(3) Experimental and pilot programs should be planned and conducted to develop practice to serve these students more effectively.

In a study made by a special committee of the President Instruction Section, Division of Agriculture, American Association of Land-Grant Colleges and State Universities, reveals that each year college graduates are filling only slightly more than 50% of the operings in the field of agriculture. Doubtless, where there is a shortage of college graduates in agriculture, there is a large number of persons of less than college grade needed in all agricultural fields.

SECTION II

Follow-Up Study in Arkansas

Here in Arkansas a study was started in 1953 to determine what occupation each of the students who were enrolled in Vocational Agriculture was engaged in after graduation. This yearly study, which is cummulative, had the following headings of the number who have selected agricultural occupations:

a. Farm Owners or Part Owners
b. Farm Operators or Managers
c. Renters
d. Farm Laborers
e. Agricultural College
f. Occupations Related to Farming

At the 1963 Annual Vocational Education Conference, it was pointed out in the meetings of the Vocational Agriculture Section, that the study had been in progress for ten years and reveals the following information.

AGRICULTURAL OCCUPATION	NUMBER	PERCENT
a. Owner or Part Owner	2462	7.4
b. Operators or Managers	1958	5.9
c. Renters	1330	4.0
d. Farm Laborers	4885	14.6
e. College of Agriculture	1269	3.8
f. Occupations Related to Farming	11048	33.0
Total	22952	68.7

From these figures one can readily observe that almost one-third (31.9%) of the total number of former vocational agriculture students are directly engaged in farming or work on a farm.

The largest single group, those in Agricultural Occupations Related to Farming, comprise nearly one-half of those employed in the field of agriculture and one-third of the total number of students enrolled in the vocational agriculture program.

SECTION III

Vocational Education Acts

The Smith Hughes Act and its subsquent acts prior to 1963, states that "six months of directed or supervised practice on a farm is required of all students."

> The House of Representatives Bill No. 4955 states, "any amounts allotted under such titles, Act or Acts for Agriculture may be used for Vocational Education in any occupation involoving knowledge and skills in agricultural subjects, whether or not such occupation involves work of the farm or of the farm home, and such education may be provided without directed or supervised practice on a farm."

SECTION IV

Purpose

The purpose of the S.T.A.E. program is to provide training for those 11th or 12th grade students, enrolled in Vocational Agriculture who prefer to enter one of the agricultural fields other than farming. It will allow those students to develop a supervised training program in a specific agricultural field. This supervised training is similiar to the Supervised Farming Program carried out on the farm by those students who plan to enter farming.

PART 2

ADVANTAGES OF THE S.T.A.E. PROGRAM

SECTION I

To The Student

1. Opportunity to become trained for payroll occupation.
2. Helps in the choice of occupations in agriculture other than farming.
3. Arouses students' interest in field of agriculture.
4. Provides training on actual jobs and working conditions.
5. Provides an opportunity for student to grow in selected occupations.
6. Students earn and learn at same time.
7. Student secures information pertinent to the job in which he is training at proper times.
8. Provides opportunity to receive individual instruction in field of interest.
9. Provides for and develops new attitudes towards responsibilities.
10. Provides foundation for advancement.
11. Provides opportunity to realize the necessity of cooperation with others.
12. Provides foundation for post-high school studies.

SECTION II

To The School

1. Reduces drop-out problems by keeping some students in school who might otherwise quit.
2. Expands the high school vocational agriculture program without buying expensive equipment.
3. Could relieve some overcrowded classrooms.

4. Increases both interest and good public relations in school and community.

5. Offers a program for a school to place its graduates in payroll occupations.

6. Provides opportunity for the school to cooperate in other fields of agriculture.

7. Arouses students interest in other subjects.

8. Provides opportunity for school to share in decreasing the number of unemployed.

SECTION III

To The Employer

1. Provides opportunity to increase interest of young people in the field of agriculture in which the employer is established.

2. Employers have an opportunity to have direct responsibility to the school program.

3. Provides a selection of future employees who are interested in the field in which the employe is engaged.

4. Trainees may be able to take over when key men are sick, or on vacation, etc.

5. A better trained employee is possible.

6. Trainee efficiency and alertness maintained and increased through counsel and cooperation of the vocational agriculture instructor.

7. Helps reduce training problems and expense.

8. Increases efficiency of regular employees.

SECTION IV

To The Community

1. Keeps graduates in community.

2. Helps in expansion of employment.

3. Improves economy by additional income.

4. Better citizens are developed.
5. Future employers interested in persons with additional training.

SECTION V

Summary

The advantages that have been suggested probably do not include all that might possibly come as a result of this program. This is not to imply that each one listed would be an advantage in each school and community. Since each student, training center, school, and community may differ due to the type of program that the S.T.A.E. program is, it is natural to assume that the particular advantages to those concerned will also differ.

PART 3

PROCEDURE FOR ORGANIZING A S.T.A.E. PROGRAM

SECTION I

First Phase

1. The vocational agriculture instructor and the superintendent discuss the possibilities of the program in their department and school.

2. A local survey is made to determine the number and kinds of possible training centers in the field of agriculture available in the community.

3. Vo-Ag instructors determines which students are interested in this type of training program.

4. A request is made to the State Department of Education, Vocational Agriculture, for a representative to meet with the superintendent and the vocational agriculture instructor.

5. A staff member will schedule a meeting at the school to explain and discuss the program with the superintendent and Vo-Ag instructor.

SECTION II

Second Phase

1. The superintendent calls a meeting.

   A. Persons to be at meeting:

      1. Superintendent
      2. Vocational Agriculture Instructor
      3. High School Principal
      4. School Counselor
      5. One or more representatives from each of the prospective training centers.
      6. One or more school board members
      7. Members of the Vocational Agriculture Advisory Committee.
      8. State Department of Education representative

   B. The prupose of this meeting is to explain and discuss the program in detail as all persons concerned are effected.

2. The superintendent appoints and S.T.A.E. Advisory Committee. (This may be accomplished during the above meeting).

SECTION III

Third Phase

The steps under this phase do not necessarily follow in the order listed. It is probable that several of these may be in progress simultaneously.

1. The principal, counselor, and vocational agriculture instructor interview all students interested in entering the S.T.A.E. program.

2. Meeting of the S.T.A.E. Advisory Committee.

   A. Initial meeting.
   B. Meetings held to evaluate prospective training centers.
   C. Approved training centers made known to school officials.

3. Students selection of training centers from approved list.

4. Students make application for employment at training center.

5. The students-in-school (class) schedule and the training center (employment)schedule is worked out.

6. The in-school course of study and the training center outline is prepared.

7. All necessary agreements, applications, certificates, etc, are completed.

8. Purchase or secure the necessary references materials needed for training.

PART 4

POLICIES FOR THE S.T.A.E. PROGRAM

SECTION I

Students

1. Age

The student must be 16 years of age or older to meet the requirements of labor laws. Students who will be 16 during the first semester may be enrolled. They can not, however, be employed under a student-learner certificate until they are 16 years of age.

2. Hours of Training

Students may spend as many hours at the training center as approved, provided these hours, plus the hours spent in regular classes in school does not exceed 40 hours per week. Sufficient time in training on the job is needed for instruction, observation, and practice to learn the various phases of the job. Normally the students will spend five hours per day in school and three hours per day at the training center. When school is not in session on any school day, the student may work more hours than the student-learners certificate authorizes, provided, however, the total hours shall not exceed 8 hours per day. During the school term when school is not in session the entire week, the student may work additional hours, not to exceed 40 hours.

3. Selection

Students must be interested in preparing for the occupation and have the ability and aptitude for it, otherwise the time of the vocational agriculture instructor, the employer, and the student is wasted. Careful selection of students is necessary.

4. Grade in School

The student must be in the eleventh or twelfth grade of high school or must have completed two years of vocational agriculture prior to commencing the S.T.A.E. program.

5. Pay

Students must be paid for the time spent on the job at the training center at the same rate as other employees of the same age or experience. The local S.T.A.E. Advisory Committee may recommend minimums if not covered by minimum wage laws. Employers may obtain a Student-Learner Certificate allowing them to pay 75% of the minimum wage for a portion of the training period. (See Part 8 Section IV for more information concerning Student Learners Certificates).

6. Length of Employment

Students must be employed in an occupation at the training center for enough time to justify the program. This may vary according to occupation, and the amount of training available at the centers.

7. Travel

The student will be responsible for his own travel to and from the training center. Any training center approved should be within a reasonable travel distance from the school and the home of the student in order to reduce the amount of travel required.

8. Individual Training Plan

An individual training plan will be developed for each student. Both a course-of-study for his classroom instruction in vocational agriculture and a training outline for his occupational on-the-job training at the training center is necessary.

SECTION II

Training

1. Class room instruction in Vocational Agriculture

   A. Length of time---A minimum of one hour (55 minutes in the clear) per day for classroom instruction is required.

   B. Course of Study.

      1. Instruction applicable to all S.T.A.E. students, regardless of occupation pursued, will be provided. Such instruction would include such areas as:

a. Applying for a job
b. Employer relations
c. Ethics
d. Labor laws
e. Workmen's compensation laws
f. Special Security
g. Other

2. Instruction which is applicable to the individual student's occupation in which he is engaged. This instruction will be primarily individaul study under the supervision of the vocational agriculture instructor.

C. Size of classes

The maximum recommended enrollment for one teacher is ten students, unless prior approval is granted from State Department of Education. There is no mimimum number.

D. Arrangement of classes (Scheduling)

1. From one to six students enrolled-each student will meet for one period at designated time during day, according to his class schedule.

2. From six through ten students enrolled-all students will be scheduled to meet class at the same time.

E. Class room Facilities and Library

1. The school must provide satisfactory classroom facilities for this program. In most all cases the vocational agriculture department will be adaptable to provide the necessary facilities.

2. The school must also be responsible for providing sufficient reference materials for the students. Reference books for group instruction should be provided by the school, however, individual reference material in the area of the occupation which the student is employed may be bought by the student, or the school. It is possible that some material can be furnished by the training center in which the student is employed.

2. On-the-job training at the Training Center

A. Length of training period. This will vary, according to the type of occupation and offerings of the Training Center.

B. Amount of time. The smount of time spent at the center can not exceed the difference between the total hours in school and 40 hour per week.

C. Training Outline.

1. This should be made by the person directly responsible for training the student with the assistance of the Vo-Ag instructor.

2. The Training Outline should contain the basic knowledge, manipulative skills, and abilities that the student should learn while pursuant to the training.

It is probable that a more detailed breakdown of each of these areas will need to be made to insure that those necessary and essential are, included.

D. Supervision of student at Training Center.

1. By the employer.

The employer, or a person designated by the employer, will be responsible for training the student. He should assist in developing the training outline in order that no step, job, operation, or procedure is omitted. He is to provide instruction at the center in such a manner or method that will be understandable to the student. It is this person who can develope a student who is trained in the particular occupation chosen and can make a large contribution to the educational program.

2. By the vocational agriculture instructor.

The primary role of the Vo-Ag instructor at the training center will be to work closely with the employer and/or the person directly responsible for Training the student. He will make periodic visits to the training Center to check with these people and to observe the student in training.

3. Start of Training

The S.T.A.E. program cannot be started the day school opens like the usual vocational agriculture courses. Unless the students are placed at the training centers during the summer, there will be a considerable amount of confusion in starting both the regular Vo-Ag classes and the S.T.A.E. program at the beginning of the school term. On this basis, it is recommenced that students commence their training during the summer months. This will allow the students to be observed for a period of time to determine if the training at the center makes a suitable beginning and indicates progress. It will permit changes where it is evident that changes should be made before the regular school term begins.

PART 5

ADVISORY COMMITTEE FOR THE S.T.A.E. PROGRAM

SECTION I

General

No vocational agriculture instructor has the background to conduct an effective training program in all of the fields of agriculture without the assistance of representatives from these fields. An active advisory committee is a requirement for the establishment and operations of a good S.T.A.E. program.

SECTION II

Appointment of the Committee

A. The members of the advisory committee should be appointed by the superintendent. They may be recommenced by the vocational agriculture instructor.

B. Members appointed should be persons who are interested in the program and would be willing to serve. Careful consideration should be given prospective members. (See the next section, Qualities of Members, for points of consideration).

C. Appointments should be made for one year. Members who have been particularly active may be reappointed. (see section IV) for more information on Representation).

SECTION III

Qualities of Members

A. The committee should have several qualifications in order to perform the functions and responsibilities of the committee in the most effective manner.

B. Representatives should be from the various fields of agriculture found in the community, and who would represent the best interests of these fields in the community.

C. Influential persons who have the respect of the people in the community.

D. Be able to interpet the needs of agriculture in respect to the ~~vocational~~ agriculture program.

E. Understand the objectives of vocational education and vocational agriculture.

F. Understand the S.T.A.E. program as a part of vocational agriculture.

G. Should be co-operative and can work in harmoney with others.

H. Be willing to give of a portion of their time to perform committee work.

SECTION IV

Representation on the Committee

A. In order for the committee to be of the most assistance to the program, it should have representative members from all groups concerned.

B. The size of the committee could range from five to nine.

C. The school should be represented on the committee by the superintendent, high school principal, and the vocational agriculture instructor.

D. Training centers should be represented by least one employer and one employee.

E. Additional members may include a representative from each training center (or major field of agriculture), school board member, and member of regular Vo-Ag Advisory committee. (These members will vary as the number of training centers participating in the program may vary).

SECTION V

Duties and Functionsof the Committee

A. To approve or reject training centers.

B. To aid in planning a sound course of study applicable to all S.T.A.E. students.

C. To advise the school in maintaining and achieving better selection and placement of students in training centers.

D. To assist in keeping the public informed regarding the S.T.A.E. program and relaying public opinion to the vocational agriculture instructor.

E. To assist in locating new training centers.

F. To aid in stimulating the personal initiative of the Vo-Ag teacher.

G. To speak, or to attain speakers for Agriculture I and Agriculture II classes.

H. To help plan and assist in conducting organized field trips to training centers for Ag I and Ag II students.

I. To assist in arranging publicity for the program.

J. To help in securing teaching aids, reference materials, and equipment (where necessary) for classroom instruction.

K. To encourage a high standard of training of S.T.A.E. students at the training centers.

L. To review criteria for selection of training centers.

M. To provide an opportunity for the teacher to obtain counsel and assistance on special problems and new undertakings.

N. To assist in adapting the program to new and changed conditions.

O. To approve wages paid to students and perhaps recommend a minimum wage where not covered by the U. S. Fair Labor Standard Act.

P. To evaluate the S.T.A.E. program. One of the most effective ways is to make a periodical, complete study of the entire program.

SECTION VI

Meetings

1. Number of meetings

   The committee will probably need to meet several times during the year. This will be determined by the plan of scheduled meetings and as the need for special meetings arise. The committee should never be called together unless there is a definite reason that justifies a meeting.

2. The First Meeting

   A. The vocational agriculture instructor will serve as temporary chairman and will plan the agenda.

   B. He will explain to the committee the purpose of the S.T.A.E. program and how it functions. Many of the members will have attended the meeting called by the superintendent and will be familiar with the program.

   C. He will also be sure that the committee members understand their duties and responsibilities and that the committee functions is of an advisory nature.

   D. The committee will set up a tentative schedule of future meetings.

   E. The committee will also want to set up plans for evaluating training centers for approval or rejection.

   F. The committee should elect a chairman for the year.

   G. The Vocational Agriculture Instructor usually serves as secretary of the committee. This relieves committee members of record keeping and paper work.

3. Other Meetings

   A. Follow the schedule-of-meetings plan, or special meetings called by the committee chairman. If the meeting is a called meeting, the chairman or secretary should check with members for a date convenient for all members.

   B. A written announcement should be sent out at least one week before the meeting and members called on the day of the meeting. This should insure good attendance.

   C. Reports on the program, such as: (1) enrollment, (2) prospective training centers, (3) progress of students, (4) general problems, etc. should be made.

Part 6

SELECTION OF STUDENTS

SECTION I

Background Courses

Students who enter the S.T.A.E. program will have completed courses in Vocational Agriculture I and II. In these two courses they will have covered certain basic information in what could be called the science of agriculture. The information that comes from the basic sciences will have a direct bearing on agriculture. This knowledge will probably be broken into the following three groups:

A. Soil Science
B. Animal Science
C. Plant Science

Also included in these courses will be certain areas of Agricultural Mechanics and Orientation in Vocational Agriculture.

These two courses should provide adequate knowledge to enable the S.T.A.E. student to gain a sufficient understanding of the agricultural field. These courses would be a pre-requisite for advance studies in the specific field of agriculture in which the student is to receive training.

SECTION II

Correlation With Training Centers

The availabity and types of training centers play a very important tole in the selection of students. Approved Agriculture training centers in a particular field or area must be available before any student could select and occupation in that field. The selection of training centers is discussed under Part 7.

SECTION III

Interested Students

After it has been determined what approved training centers are available in the community, the selection of students can then be started. From the units of study, "Opportunites in Agriculture" and "the S.T.A.E. program", included in Agriculture I and II, the vocational agriculture instructor should have information on students that are interested in the S.T.A.E. program in the eleventh or twelfth grades.

SECTION IV

Personal Interviews

The instructor should have a conference with prospective students at sometime during the year prior to the school term which the student would enter the program. This should be accomplished well before the end of the school term in order that the mechanics of scheduling can be worked out for the prospective enrollees.

Arrangements for a meeting (or series of meetings) with the high school counselor, the high school principal. and the vocational agriculture instructor should be made During this meeting each prospective student should be interviewed by these three people.

SECTION V

The Training Plan

After student has selected an occupation in an approved training center, an individual Training Plan is developed. This plan includes such general information as: the students name, his age, grade, the occupation pursured, the training center, the person directly responsible for his supervision at the training center, the length of the training period, beginning wages and hours.

A Training Outline, which is a listing of all those activities that the student will be engaged in at the training center, is developed. The various manipulative skills, abilities, and knowledge, that the student should participate in or acquire, along with the proposed amount of time to be spent in each, are listed.

In addition, a course of study for the In-school part of the program is also made. Included in this course of study would be those units of instruction in the occupational field in which the student is training. The listing of these units need not be in detail on the Training Plan, however, the lesson assignments should be more concise in nature.

The Course of Study will not include those units which will be pertinent to all S.T.A.E. students, See Part 4, Section II, (This would be included in the regular course calendar for vocational agriculture).

A sample Training Plan is included as a suggested guide to follow.

TRAINING PLAN
for
S.T.A.E. STUDENTS OF VOCATIONAL AGRICULTURE

DONNIE SMITH (Name of Student) 16 (Age) 11 (Grade)

NURSERYMAN (Agricultural Occupation) BROWN'S NURSERY (Training Center)

JOHN L. BROWN (Person Responsible for Training Student) 51 (Length of Training Period-In Weeks)

HOURS:	MON.	TUES.	WED.	THUR.	FRI.	SAT.
In School	8:30-2:30	8:30-2:30	8:30-2:30	8:30-2:30	8:30-2:30	
Training Center	3:00-5:30	3:00-5:30	3:00-5:30	3:00-5:30	3:00-5:00	9:00-12:00

Beginning Wages: $ .95 per hour. Starting date July 10, 1964

Training Outline-Training Center

Knowledge-Manipulative skills-Abilities Hours Planned

(Use an attached sheet with the above heading)

Course of Study-In School

Units of Instruction in Occupational Field Hours Planned

(Use an attached sheet with the above heading)

Provisions

1. The school shall be responsible for providing technical and related instruction.
2. The training shall progress from job to job in order to gain experience in all phases of the occupation listed above.
3. The schedule of compensation shall be fixed by the training center and shall be paid the same as to others with the same experience and ability.
4. The Vo-Ag instructor will assist with the adjustment of any problems.
5. The parent shall be responsible for conduct of the student while in training.
6. The student agrees to perform his duties at the training center and in school diligently and faithfully.
7. The student shall have the same status as other employees of the center and the training may be terminated for the same reason as any other employee.
8. No regular employee shall be laid off to train the student.
9. If the student drops out of school, he will not be employed by the training center for a period of less than 90 days.

Donnie Smith (Student)

John L. Brown (Employer)

Arlen Smith (Parent or Guardian)

Joe Miller (Vocational Agriculture Instructor)

(Approved-State Director)

Sam Hensley (Approved-Chairman, STAE Advisory Committee)

1 copy to Employer
1 copy to Student
1 copy to Vo-Ag Dept.
2 copies to be kept by State Director

TRAINING OUTLINE
Training Center

KNOWLEDGE-MANIPULATIVE SKILLS-ABILITIES	HOURS PLANNED
1. PROPAGATING TREES, SHRUBS, VINES OR FLOWERING PLANTS	130
2. PRUNING	25
3. CONTROLLING INSECTS AND DISEASES	30
4. REGULATING HEAT, WATER, LIGHT AND HUMIDITY	80
5. SOIL AND FERTILIZER REQUIREMENTS	75
6. PLANTING SEEDS AND CUTTINGS	75
7. GRAFTING AND BUDDING	30
8. PURCHASING STOCK AND EQUIPMENT	35
9. PREPARING FOR SHIPMENT AND SALE	95
10. REPAIRING AND MAINTAINING EQUIPMENT	45
11. MERCHANDISING AND BOOKKEEPING	30
12. LANDSCAPE DESIGN	100
TOTAL	750

This form to be reproduced locally

COURSE OF STUDY
School

UNITS OF INSTRUCTION IN OCCUPATIONAL FIELD	HOURS PLANNED
1. PLANT IDENTIFICATION	20
2. SOILS AND FERTILIZERS FOR NURSERY STOCK	30
3. PROPAGATION	10
4. PRUNING, GRAFTING AND BUDDING	15
5. HEAT, LIGHT, WATER AND HUMIDITY REQUIREMENTS	15
6. INSECT AND DISEASE CONTROL	20
7. NURSERY EQUIPMENT	15
8. LANDSCAPE DESIGN	20
TOTAL	145

This form to be reproduced locally

PART 7

SELECTING TRAINING CENTERS

SECTION I

Criteria Used In Selecting Centers

The selection of the right training centers is an improtant key to successful training. These are some of the criteria to be considered in the selection of a training center.

1. Must provide an approved occupation.
2. Training center must offer opportunities for advancement within the establishment or should aid in developing the student's potential ability to the point he would be occupationally competent in other establishments.
3. Job should require training -- not just a work experience.
4. Center should be able to provide experience in all phases of the occupation.
5. Establishment should provide trainee with supervisor or training sponsor.
6. Working conditions should be satisfactory, clean, safe, pay on par with similar jobs, etc.
7. Center should have good reputation and be accepted by community.
8. Personnel should have good reputation.
9. The moral climate should be good.
10. The employer should have an interest in training the student.
11. Personnel should understand and appreciate the cooperative training program.
12. The establishment should be capable and willing to provide an adequate number of training hours.
13. Establishment should be capable and willing to provide continous training.
14. It should have adequate facilities, equipment, and use up-to-date methods.
15. No regular employee should be laid off to train a student.

Selection

The S.T.A.E. Advisory Committee can advise with the firms in a community that meet the above criteria. A list of types of training desired by students should be presented to the committee, and a list of approved firms prepared to meet these interests.

The evaluation sheet for S.T.A.E. Training Centers in Vocational Agriculture should be completed by the committee for every center. This need not be done every year, however each center should be reviewed before the committee at least once each year.

SECTION II

Training Center Evaluation Form

The following form is to be used by the Advisory Committee when evaluating a prospective training center. Careful consideration should be given the various factors and each factor should be rated appropriately.

Any unsual situations should be commented on under "Remarks". If a prospective training center is not approved, the committee should advise the employer the weakness or conditions which would need improving before it would be approved. This should be done, since it is possible that the prospective center might be used at a future time.

EVALUATION OF S.T.A.E. TRAINING CENTERS IN VOCATIONAL AGRICULTURE

NAME: ______________________________

TOWN: ______________________________

DATE: ______________________________

Factors	Very Poor	Poor	Fair	Good	Superior
1. Interest of Employer in Training					
2. Amount of Training Available					
3. Work Conditions					
4. Reputation					
5. Up-To-Date Facilities and Methods					
6. Pay Schedule					
7. Regularity of Employment					
8. Opportunity for Advancement					
9. Attitude of Employees					
10. Opportunity for Permanent Employment					
11. Amount of Related Instruction Needed or Material Available					

Remarks: ______________________________

____

____

____

Approved: ______________
(Yes - No)

______________________________ (Chair man of Advisory Committee)

______________________________ Vo-Ag Instructor

1 copy to Vo-Ag Department
2 copies to State Director

PART 8

ARKANSAS LABOR LAWS

SECTION I

Children Under Sixteen

No child under sixteen years shall be employed or permitted to work in any occupation dangerous to the life and limb, or injurious to the health and morals of such child; or in any saloon, resort or bar where intoxicating liquors of any kind or sold or dispensed; nor shall any child under the age of sixteen be employed upon the stage of any theater or concert hall or in connection with any theatrical performance or other exhibition or show, nor shall any such child be employed who has not passed four yearly grades in the public school or equivalent thereof.

Employment in violation of law is negligence per se and renders employer liable for an injury received by a child while thus employed.

Prohibited occupations--no child under sixteen shall be employed or permitted to work at any of the following occupations:

1. Adjusting any belt to any machinery.
2. Sewing or lacing machine belts in any workshop or factory.
3. Oiling, wiping or cleaning machinery or assisting therein.
4. Operating or assisting in operating any of the following machines:
    a. Circular or band saws
    b. Wood shapers
    c. Wood jointers
    d. Planers
    e. Sand paper or wood polishing machinery
    f. Wood turning or boring machinery
    g. Picker machines or machines used in picking wool
    h. Carding machines
    i. Job or cylinder printing presses operated by power other than foot power
    j. Boring or drill presses
    k. Stamping machines used in metal or in paper or leather manufacturing
    l. Metal or paper cutting machines
    m. Corner staying machines in paper box factories
    n. Steam boilers
    o. Dough brakes or cracker machinery of any description
    p. Wire or iron straightening or drawing machinery
    q. Rolling mill machinery
    r. Washing, grinding or mixing machinery
    s. Laundering machinery

5. In, about or inconnection with any processes in which dangerous or poisonous acids or gases or other chemicals are used.
6. Nor in soldering.
7. Nor in occupations causing dust in injurious quantities.
8. Nor in scaffolding.
9. Nor in heavy work in the building trades.
10. Nor in any tunnel or excavation.
11. Nor in any mine, coal brake, coke oven, or quarry.
12. Nor in a bowling alley or pool or billiard room; not in any other occupation dangerous to the life and limb, or injurious to the health and moral of such child.

No child under the age of sixteen years shall be employed, permitted or suffered to work for more than six days in any week, nor more than forty-eight hours in any week, not more than eight hours in any day; or before the hours of six in the morning after seven in the evening.

SECTION II

Child Under Eighteen

Hours

No boy or girl under the age of eighteen years shall be employed, permitted or suffered to work in any occupation for more than ten hours in any one day, or before the hours of six in the morning or after the hour of ten in the evening.

No person, firm or corporation shall employ or permit any child under sixteen years to work in or in connection with any establishment or occupation unless the person, firm or corporation employing such child procures and keeps on file and accessible to the proper official, an employment certificate as herinafter provided. The employment certificate shall be issued only by the superintendent or principal of the public schools, or some person authorized by him in writing in the city, town or township where such child resides, or by the Commissioner of Labor and Statistics, or by some person duly authorized by him.

SECTION III

Female Laborers

Hours

No female under eighteen years of age shall be employed or permitted to work in, or in connection with any of the establishments or occupations named below befoee the hour of 7 O'Clock in the morning, or after the hour of 9'O Clock in the evening of any one day.

No female shall be employed in this State in any manufacturing, mechanical or mercantile establishment, laundry, or by an express or transportation company, or by any hotel, restaurant, or eating place, or by any bank, building and loan association, insurance company, or by any establishment engaged in finance or credit business, or by any person, partnership, or corporation whatsoever in any capacity except in those occupations that are expressly exempted by law, for more than eight hours in any one day or more than six consecutive days in any one week, unless such female employee receives compensation for her employment in excess of the hours above specified at the rate of not less than one and one-half times the regular rate at which she is employed and that a permit be secured from the Commissioner of Labor for any overtime of a permanent nature in excess of one hour a day. Provided, however, that the provisions of this act do not apply to domestic, agricultural or horticultural employees, or those female employees exempted by Section 13 (a) paragraph (11) of the Federal Fair Labor Standards Act of 1938. Provided, further, that the present law governing the employment of children under sixteen years of age shall not be repealed by this Act.

This section will not, in all probability, be used in most cases. At the present time vocational agriculture is not primiarily concerned with female students. However, it should be kept in mind that sometime in the future, these students may be regular enrollees in Vo-Ag.

If more information is needed, contact the Arkansas Labor Department, 624 West Seventh St, Little Rock, Arkansas.

PART 9

U. S. FAIR LABOR STANDARDS ACT

SECTION I

General

Some of the occupations which these students will pursue will be those occupations that come under the U. S. Fair Labor Standards Act. It should be determined without any doubt if any occupation chosen by the student is affected by this act. This should be done in order that no student, school or employer violates any of the provisions of this act, either willfully or unintentional Part 9 of this manual deals specifically with the provisions of the act as it relates to the employment of students in connection with the S.T.A.E. program of vocational agriculture.

SECTION II

Hours

The number of hours at work and in school shall not exceed 40 hours per week. When school is not in session on any school day, the student-learner may work a number of hours in addition to the weekly hours of employment training, Provided, However, that the total hours worked shall not exceed 8 hours on any such day. A notation should be made in the employer's records to the effect that school not being in session was the reason additional hours were worked on such a day.

During the school term when school is not in session for the entire week, the student-learner may work at his employment training a number of hours in the week in addition to those authorized, Provided, however, that the total hours shall not exceed 40 hours in any such week. A notation should be made in the employers records to the effect that school not being in session was the reason additional hours were worked in such week.

SECTION III

Wages

Students may be paid at a lower rate than the minimum set by law. This can be done only by making application for a student-learner certificate and receiving approval. This application shall be filed by the employer with the authorized representative of the Administrator at the appropriate Regional or Territorial Office of the Wage and Hour and Public Contracts Divisions, United States Department of Labor.

(The Regional Office serving Arkansas is located at 1401 South 20th Street, Birmingham, Alabama, 35205).

This certificate allows the employer to pay the student-learner at a wage rate per hour of 75% of the minimum wage. It is suggested that a progressive wage schedule be proposed. If this is done the starting rate must not be less than 75% of the minimum wage.

If the occupation in which the student is employed is not covered by the minimum wage law, the appropriate wage shall be determined by the employer and the advisory committee.

SECTION IV

Information Guide And Instructions For Completing Application For Student-Learner Certificates

Under regulations established pursuant to both the Fair Labor Standards Act and the Walsh-Healey Public Contracts Act student-learners may be employed at wages below the minimum wages established under those acts in accordance with certificates issued by the Wage and Hour and Public Contracts Divisions of the U. S. Department of Labor. The employment of student-learners at special minimum wages is subject to Regulations, part 520, issued under authority of section 14 of the Fair Labor Standards Act. Section 50-201.1102 of the general regulations under the Walsh-Healey Public Contracts Act recognizes the standards and procedures of Regulations, part 520, as applicable to the issuance of certificates permitting employment of student-learners at special minimum wages in the performance of Government contracts.

SUB-SECTION A

Coverage

The Fair Labor Standards Act applies to employees (including student-learners) engaged in interestate commerce or in the production of goods for interstate commerce, including any closely related process or occupation directy essential to such production, unless specifically exempt by some provision of the act. The act also applies to employees (including student-learners) who are not themselves engaged in or producing goods for commerce but who are employed in certain large enterprises engaged in commerce or in the production of goods for commerce. Popularly known as the Federal Wage and Hour Law, this act establishes minimum wage, child-labor, and maximum hours and overtime standards for employment subject to its provisions.

The Walsh-Healey Public Contracts Act applies in general to all contracts entered into by the Government for the manufacture or furnishing of materials, supplies, articles or equipment in any amount in excess of $10,000. This act requires the payment to employees engaged in the performance of such contracts of not less than the minimum wage determined by the Secretary of Labor to be prevailing for the industry. In addition, the Public Contracts Act contains special provisions for safety and health standards, restrictions against the use of child labor and convict labor, and special provisions for the payment of overtime for work subject to the act.

Special situations which may arise under these two acts are explained in sub-section K. The Wage and Hour and Public Contracts Divisions will make available upon request bulletins on the coverage of these acts. If in doubt as to whether either or both of these acts apply to a particular type of employment, a letter setting forth the facts of your situation should be sent to the regional office of these Divisions which serves your area.

SUB-SECTION B

Who Is A Student-Learner

As defined in the regulation, a student-learner is a student who is receiving instruction in an accredited school, college or university, and who is employed on a part-time basis pursuant to a bona fide vocational training program administered by his school. A bona fide vocational training program is one authorized and approved by a State board of vocational education or other recognized educational body. Such programs must provide for part-time employment training supplemented by and intergrated with a definitely organized plan of instruction designed to teach technical knowledge and related industrial information which is given as a regular part of the student-learner's course of study in the educational institution he attends. Such programs may be in retail and service occupations as well as in trade and industrial skills.

SUB-SECTION C

Who May File

Whenever it is believed necessary in order to prevent curtailment of employment opportunities, application may be made for a certificate authorizing an employer to pay student-learners special minimum wages below the applicable statutory (or wage order) minimum wage under the Fair Labor Standards Act or below a minimum wage determination under the Walsh-Healey Public Contracts Act. A separate application on official forms furnished for the purpose must be filed by the employer for each such student-learner.

Parts of this application are best completed by a school official, other parts by the employer. The appropriate school official, the employer, and the student-learner must sign the application. Before a certificate can be issued, the conditions specified in section 520.5 of the regulation must be met. (See sub-section M for these conditions)

SUB-SECTION D

Where To File

Applications must be made on official forms supplied by the Divisions. The original of the completed application must be filed with the regional office of these Divisions serving your area. The regional office serving Arkansas is:

Regional Director
American Liberty Insurance Co. Bldg.
1401 South 20th Street
Birmingham, Alabama, 35205

A copy must be retained in the employer's files. Additional copies may be made available to school officials and to the student-learner.

SUB-SECTION E

When To File

Applications should be filed 15 to 30 days in advance of the date the student-learner begins his employment so that the Divisions can take action on the application before employment begins. Certificates Cannot Be Issued Retroactively.

Where the student's employment opportunity might be lost by delay in obtaining a certificate, section 520.6 (c) (2) of the regulation establishes a procedure for a temporary authorization. A description of this procedure appears at the top of the face of the application.

SUB-SECTION F

Age And Proof Of Age

Minors under 16 years of age are not eligible for student-learner certificates. Furthermore, in occupations declared to the hazardous by the Secretary of Labor, the student-learner must be at least 18 years of age.

(Hazardous Occupations Orders Nos. 5, 8, 10, 12, 14, 16, and 17, permit student-learner employment at 16 and 17 years of age under certain specified conditions.) For information concerning child-labor provisions of the Fair Labor Standards Act, see Child-Labor Bulletin No. 101.

For employment subject to the Walsh-Healey Public Contracts Act, male employees must be at least 16 years old and female employeed must be at least 18 years old.

In addition to entering the student-learner's birth date in item 3 of the application, the employer should obtain and keep on file an employment or age certificate showing the student-learner to be at least the minimum age for the occupation in which he is employed. In 45 States, the District of Columbia, and Puerto Rico, State employment and age certificates are accepted as proof of age under the child-labor provisions of the Fair Labor Standards Act. (Such certificates also provide assurance that the employment is in compliance with the requirements of the State child-labor law.) In four States, Idaho, Mississippi, South Carolina, and Texas, where state age and employment certificates are not available, Federal certificates of age may be obtained within the State from the Wage and Hour and Public Contracts Divisions. Special arrangements have been made in Guam and Alaska. For information concerning proof of age in these areas consult the nearest office of the Wage and Hour and Public Contracts Division.

SUB-SECTION G

Period Of Employment Training At Special Minimum Wages

A certificate may be issued only for that portion of the employment training period for which special minimum wages below the minimum wages under the Fair Labor Standards Act or the Walsh-Healy Public Contracts Act are necessary. This period may not exceed the length of one school year unless a longer period is found to be justified by extraordinary circumstances which must be explained in detail at the time of application. No certificate shall authorize employment training beyond the date of graduation of the student-learner.

Employment training at special minimum wage rates during the summer vacation period will not generally be authorized. However, in exceptional cases summer employment training may be authorized when it is an integral part of the vocational training program. Requests for summer vacation employment must be accompanied by a statement explaining the extraordinary circumstances justifying this employment, including the number of hours per week for which special minimum wages are requested.

In item 16 of the application, show only the number of weeks of employment during which special minimum wages will be paid. The beginning and ending dates of employment shown in items 8 and 9 should coincide with this period.

SUB-SECTION H

Hours Of Work And School Instruction

The term "hours of school instruction" applies to all hours spent by the student-learner in actual classes of school instruction and does not include school hours spent in study hall, homeroom, and activity periods for which no academic credit is given.

The combined hours of school instruction and employment training authorized under a certificate may not exceed 40 hours a week unless justified by extraordinary circumstances. Such extraordinary circumstances must be explained in detail in a statement submitted with the application. Hours at special minimum wages in addition to those authorized on a certificate may be worked provided that the total hours worked do not exceed:

(a) 8 hours on any school day when school is not in session;

(b) 40 hours in any week during the school term when school is not in session for the entire week.

The employer shall note in his records the number of such additional hours and that they were worked because school was not in session. (See Section II Hours). A Student-Learner May Not Be Employed In Any Week At Special Minimum Wage Rates For Hours In Addition To Those Authorized In The Paragraph Above.

In item 17 of the application, show only those hours of employment during a week for which you intend to pay wages below the applicable minimum wage under the Fair Labor Standards Act or below the wage determination minimum applicable under the Public Contracts Act.

SUB-SECTION I

Wages Rates

The hourly wage rate shall be not less than 75 percent of the applicable statutory minimum wage under the Fair Labor Standards Act. It is suggested that consideration be given to the payment of a progressive wage schedule, particularly if a full school year of employment training at special minimum wages is requested. If a progressive wage schedule is proposed, the special minimum starting rate must be not less than 75 percent of the applicable statutory minimum. In item 18, show only those wages which are below the applicable minimum wage under the Fair Labor Standards Act. (This paragraph also applies to work subject to Public Contracts Act wage determinations. (See Sub-section K)

SUB-SECTION J

Certificates

The original of the student-learner certificate will be mailed directly to the employer. Two copies will be mailed to the appropriate school official, one to be retained for his records and the other to be presented to the student-learner. Applications Which Do Not Contain All Requested Information May Be Returned For Completion Before Action Is Taken. Student-learner certificates can be issued with a minimum of delay where the application provides the details requested. For additional information or application forms, communicate with the regional office of these Divisions which serves your area.

SUB-SECTION K

Special Situations Under The Walsh-Healey Public Contracts Act

The general provisions of this act are explained in the introduction to this guide. The general regulations under the Public Contracts Act permit the employment of student-learners at wages below prevailing minimum wage determinations made under this act in accordance with the same standards and procedures as are prescribed for their employment at wages below the minimum wage applicable under the Fair Labor Standards Act. The provisions of Regulations, part 520 and the instructions in this guide apply to student-learners employed in the performance of Government contracts subject to the Public Contracts Act. Special situations may arise where the employment is subject to differing rates of pay under the two acts or is subject only to the Public Contracts Act.

An employer who holds or who obtains a student-learner certificate issued in order to prevent curtailment of opportunities for employment under the Fair Labor Standards Act may employ the named student-learner in the performance of a Government contract subject to the Public Contracts Act at the authorized special minimum wage and in accordance with the terms specified in that certificate.

An employer may not need a student-learner certificate in order to prevent the curtailment of employment opportunities under the Fair Labor Standards Act or his employees may not be subject to that act. In either case, an employer performing a Government contracts subject to a minimum wage determination under the Public Contracts Act may, upon proper application, be issued a certificate authorizing a special minimum wage rate not less than 75 percent of the minimum wage determination applicable to the contract being performed. Employment under such certificates is subject to the standards and procedures of Regulations, part 520.

SUB-SECTION L

Compliance

Certificates may not be issued if there are serious outstanding violations of a student-learner certificate previously issued to the employer or if there are serious violations of other provisions of the Fair Labor Standards Act by the employer which provide reasonable grounds to conclude that the terms of the certificate would not be complied with, if issued. Moreover, no certificate permitting a wage lower than the statutory minimum under the Fair Labor Standards Act or a Public Contracts Act minimum wage determination will excuse non-compliance with the child-labor, overtime, or other provisions of these acts or the regulations issued thereunder.

A certificate may be withdrawn if it is no longer necessary to prevent curtailment of opportunities for employment or if the employer fails to comply with the limitations in the certificate or otherwise violates the act.

SUB-SECTION M

Conditions Governing Issuance Of Special Student-Learner Certificates

The following conditions must be satisfied before a special certificate may be issued authorizing the employment of a student-learner at subminimum wages:

(a) Any training program under which the student-learner will be employed must be a bona fide vocational training program;

(b) The employment of the student-learner at subminimum wages authorized by the special certificate must be necessary to prevent curtailment of opportunities for employment;

(c) The student-learner must be at least 16 years of age (or older as may be required pursuant to paragraph (d) of this sub-section);

(d) The student-learner must be at least 18 years of age if he is to be employed in any activity prohibited by virtue of a hazardous occupation order of the Secretary of Labor; (See Sec. V Hazardous Occupations).

(e) The occupation for which the student-learner is receiving preparatory training must require a sufficient degree of skill to necessitate a substantial learning period;

(f) The training must not be for the purpose of acquiring manual dexterity and high production speed in repetitive operations;

(g) The employment of a student-learner must not have the effect of displacing a wprker employed in the establishment;

(h) The employment of the student-learners at subminimum wages must not tend to impair or depress the wage rates or working standards established for experienced workers for work of a like or comparable character;

(i) The occupational needs of the community or industry warrant the training of student-learners;

(j) There are no serious outstanding violations of the provisions of a student-learner certificate previously issued to the employer, or serious violations of any other provisions of the Fair Labor Standards Act of 1938, as amended, by the employer which provide reasonable grounds to conclude that the terms of the certificate would not be complied with, if issued;

(k) The issuance of such a certificate would not tend to prevent the development of apprenticeship in accordance with the regulations applicable thereto or would not impair establishment apprenticeship standards in the occupation or industry involved ;

(l) The number of student-learners to be employed in one establishment must not be more than a small proportion of its working force;

(m) The special minimum wage rate shall be not less than 75 percent of the applicable minimum under section 6 of the Act;

(n) No special student-learner certificate may be issued retroactively.

SUB-SECTION N

Employment Records To Be Kept

In addition to any other records required under the recordkeeping regulations, the employer shall keep the following records specifically relating to student-learners employed at subminimum wage rates:

(a) Any worker employed as a student-learner shall be identified as such on the payroll records, with each student-learner's occupation and rate of pay being shown;

(b) The employer's copy of the application, which is serving as a temporary authorization must be available at all times for inspection for a period of 3 years from the last date of employment of the student-learner;

(c) Notations should be made in the employer's records when additional hours are worked by reason of school not being in session.

SUB-SECTION O

Duration of Certificates

A special student-learner certificate may be issued for a period not to exceed the length of one school year unless a longer period is found to be justified by extraordinary circumstances. No certificate shall authorize employment training beyond the date of graduation.

SUB-SECTION P

Application For Student-Learner Certificate Form

The following form is a sample of the application for a certificate to employ a student-learner. It has been filled in with the required information (a hypothetical case). This should serve as a guide in the completion of the application under actual conditions.

APPLICATION FOR A CERTIFICATE TO EMPLOY A STUDENT-LEARNER

The certification of the appropriate school official on the reverse side of this application shall constitute a temporary authorization for the employment of the named student-learner at less that the statutory minimum wage applicable under Section 6 of the Fair Labor Standards Act of 1938, as amemded, or at wages below the applicable Walsh-Healey Public Contracts Act minimum wage determination, effective from the date this application is forwarded to the Divisions until a student-learner certificate is issued or denied by the Adminstrator or his authorized representative, provided the conditions specified in Section 520.6(c)(2) of the Student-Learner Regulation (29 CFR 520) are satisfied.

PLEASE READ CAREFULLY THE INSTRUCTIONS FOR COMPLETING THIS FORM
PRINT OR TYPE ALL ANSWERS

1. Name and address of establishment making application:
BROWN'S NURSERY
ANYTOWN, ARKANSAS

2. Type of business and products manufactured, sold, or services rendered:
NURSERY - PRODUCTION AND SALE OF NURSERY STOCK; LANDSCAPING

3. Name and address of student-learner:
DONNIE SMITH
ROUTE 2
ANYTOWN, ARKANSAS
Date of Birth: JUNE 26, 1948

4. Name and address of school in which student-learner is enrolled:
ANYTOWN HIGH SCHOOL
ANYTOWN, ARKANSAS

INFORMATION ON SCHOOL INSTRUCTION

5. Number of weeks in school year	36
6. Total hrs. of school instruction per week	25
7. Number of hrs. directly related to employment training	5
8. Proposed beginning date of employment	7-10-64
9. Proposed ending date of employment	7-1-65
10. Proposed graduation date of student-learner	MAY 1966

11. Are Smith-Hughes Act or George-Barden Act funds used for this program? (Yes or No)	YES
12. Was this program authorized by the State board for Voc. Ed.?	YES
13. If the answer to item 12 is "No" give the name of the recognized local educational body which has approved this vocational training program:	

14. Outline the school instruction directly related to the employment training. (List courses, etc.)

1. PLANT IDENTIFICATION
2. SOILS AND FERTILIZERS FOR NURSERY STOCK
3. PROPAGATION
4. PRUNING, GRAFTING AND BUDDING
5. HEAT, LIGHT, WATER AND HUMIDITY REQUIREMENTS
6. INSECT AND DISEASE CONTROL
7. NURSERY EQUIPMENT
8. LANDSCAPE DESIGN

Form WH-205 (10/63) ATTACH SEPARATE PAGES IF NECESSARY

Information on employment training at special minimum wages:

15. How is employment training scheduled (weekly, alternate weeks, etc.)?

WEEKLY

16. Number of weeks of employment training at special minimum wage: 36

17. Number of hours of employment training a week: 15

18. Special minimum wage (s) to be paid student-learner (if a progressive wage scale is proposed, enter each rate and specify the periods during which it will be paid):

$ .95 PER HR. - FIRST 12 WEEKS
$ 1.05 PER HR. - SECOND 12 WEEKS
$ 1.15 PER HR. - THIRD 12 WEEKS

19. Title of Student-learner occupation:

NURSERYMAN

20. Number of employees in this establishment: 7

21. No. of experienced employees in student-learner's occupation shown in question 19: 2

22. Minimum hourly wage rate of experienced workers in 21: $1.75

23. Is an age or employment certificate on file in this establishment for this student-learner? (If not, see instructions): YES

24. Is it anticipated that the student-learner will be employed in the performance of a Gov't contact subject to the Walsh-Healey Public Contracts Act?: NO

25. Outline training on-the-job (describe breifly the work process in which the student-learner will be trained and list the types of any machine used).

1. PROPAGATING TREES, SHRUBS, VINES OR FLOWERING PLANTS
2. PRUNING
3. CONTROLLING INSECTS AND DISEASES
4. REGULATING HEAT, WATER, LIGHT AND HUMIDITY
5. SOIL AND FERTILIZER REQUIREMENTS
6. PLANTING SEEDS AND CUTTINGS
7. GRAFTING AND BUDDING
8. PURCHASING STOCK AND EQUIPMENT
9. PREPARING FOR SHIPMENT AND SALE
10. REPAIRING AND MAINTAINING EQUIPMENT
11. MERCHANDISING AND BOOKKEEPING
12. LANDSCAPE DESIGN

26. **Signature of student-learner:**
I have read the statements made above and ask that the requested certificate, authorizing my employment training at special minimum wages and under the conditions stated, be granted by the Adminstrator or his authorized representative.

Donnie Smith 5-7-64
(Signature of Student) (Date)

27. **Certification by school official:**
I certify that the student named herein will be receiving instruction an accredited school and will be employed pursuant to a bona fide vocational training program, as defined in section 520.2 of Student-Learner Regulations.

Harry Ackman 5-7-64
(Signature of School Official) Date
Title SUPT OF SCHOOLS

28. **Certification by employer or authorized representative:**
I certify, in applying for this special certificate, that all the foregoing statements are, to the best of my knowledge and belief, true and correct.

John L Brown 5-7-64
(Signature of Employer or Rep.) Date
Title OWNER

SECTION V

Hazardous Occupations

(NOTE) (This section is taken is taken from portions of Child Labor Bulletin No. 101 "A Guide to Child Labor provision of the Fair Labor Standards Act").

The Fair Labor Standards Act Provides a minimum age of 18 years for any occupation which the Secretary of Labor "shall find and by order declare" to be deterimental to the health or well-being of young workers or particularly hazardous for them.

The 17 hazardous occupations orders now in effect apply in some cases on an industry basis, specifying the occupations in the industry that are not covered, and in some cases on an occupational basis irrespective of the industry in which found. Five of the hazardous occupations orders that have been issued (Orders Nos. 5,8,10,12,14,16, and 17) contain exemptions for apprentices and student-learners when employed under the conditions set forth in the exemptions contained in the orders. The orders in effect do not apply to employment in agriculture.

SECTION VI

Hazardous Occupations Orders

Those occupations declared to be particularly hazardous for minors between 16 and 18 years of age are included in the seventeen Hazardous Occupations Orders listed below:

ORDER NO. 1

MANUFACTURING OR STORAGE OCCUPATIONS INVOLVING EXPLOSIVES

The following occupations in or about plants or establishments manufacturing or storing explosives or articles containing explosive components:

(1) All occupations in or about any plant or establishment (other than retail establishments or plants or establishments of the type described in sub paragraph 2 of this paragraph) manufacturing or storing explosives or articles containing explosive components except where the occupation is performed in a "non-explosives area" as defined in sub paragraph (3) of this section.

(2) The following occupations in or about any plant or establishment manufacturing or storing small-arms ammunition not exceeding .60 caliber in size, shotgun shells, or blasting caps when manufactured or stored in conjunction with the manufacture of small-arms ammunition:

(a) All occupations involved in the manufacturing, mixing, transporting, or handling of explosive compounds in the manufacture of small-arm ammunition and all other occupations requiring the performance of any duties in the explowives area in which explosive compounds are manufactured or mixed.

(b) All occupations involved in the manufacturing, transporting, or handling of primers and all other occupations requiring the performance of any duties in the same building in which primers are manufactured.

(c) All occupations involved in the priming of cartridges and all other occupations requiring the performance of any duties in the same workroom in which rimfire cartridges are primed.

(d) All occupations involved in the plate loading of cartridges and in the operation of automatic loading machines.

(e) All occupations involved in the loading, inspecting, packing, shipping and storing of blasting caps.

Definitions

The term "plant or establishment manufacturing or storing explosives or articles containing explosive components" means the land with all the buildings and other structures thereon used in connection with the manufacturing or processing or storing of explosives or articles containing explosive components.

The terms"explosives" and "articles containing explosive components" mean and include ammunition, black powder, blasting caps, fireworks, high explosives, primers, smokeless powder, and all goods classified and defined as explosives by the Interstate Commerce Commission in regulations for the transportation of explosives and other dangerous substances by common carrier.

(3) An area meeting all of the following criteria shall be deemed a "nonexplosives area".

(a) None of the work performed in the area involves the handling or use of explosives;

(b) The area is separated from the explosives area by a distance not less than that prescribed in the American Table of Distances for the protection of inhabited buildings;

(c) The area is separated from the explosives area by a fence or is otherwise located so that it constitutes a definite designated area; and

(d) Satisfactory controls have been established to prevent employees under 18 years of age within the area from entering any area in or about the plant which does not meet criteria (a) through (c).

ORDER NO. 2

MOTOR-VEHICLE OCCUPATIONS

The occupations of motor-vehicle driver and helper.

Definitions

The term "motor vehicle" shall mean any automobile, truck, truck-tractor, trailer, semitrailer, motorcycle, or similar vehicle propelled or drawn by mechanical power and designed for use as a means of transportation but shall not include any vehicle operated exclusively on rails.

The term "driver" shall mean any individual who, in the course of his employment, drives a motor vehicle at any time.

The term "helper" shall mean any individual, other than a driver, whose work includes riding on a motor vehicle for the purpose of assisting in transporting or delivering goods, but shall not apply to an individual riding in a passenger-type motor vehicle.

ORDER NO. 3

COAL-MINE OCCUPATIONS

All occupations in or about any coal mine, except the occupation of slate or other refuse picking at a picking table or picking chute in a tipple or breaker and occupations requiring the performance of duties solely in offices or in repair or maintenance shops located in the surface part of any coal-mining plant.

Definitions

The term "coal" shall mean any rank of coal, including lignite, bituminous, and anthracite coals.

The term "all occupations in or about any coal mine" shall mean all types of work performed in any underground working, openpit, or surface part of any coal-mining plant that contributes to the extraction, grading, cleaning, or other handling of coal.

ORDER NO. 4

LOGGING AND SAWMILLING OCCUPATIONS

All occupations in logging and all occupations in the operation of any sawmill, lath mill, shingle mill, or cooperage-stock mill except the following:

(1) Exceptions applying to logging:

(a) Work in offices or in repair or maintenance shops.

(b) Work in the construction, operation, repair, or maintenance of living and administrative quarters of logging camps.

(c) Work in timber cruising, surveying, or logging-engineering parties; work in the repair or maintenance of roads, railroads, or flumes; work in forest protection, such as clearing fire trails or roads, piling and burning slash, maintaining fire-fighting equipment, construction and maintaining telephone lines, or acting as fire lookout or fire patrolman away from the actual logging operations: Provided, that the provisions of this paragraph shall not apply to the felling or bucking of timber, the collecting or transporting of logs, the operation of power-driven machinery, the handling or use of explosives and work on trestles.

(d) Peeling of fence posts, pulpwood, chemical wood, excelsior wood, cordwood, or similar products, when not done in conjuction with and at the same time and place as other logging occupations declared hazardous by this section.

(e) Work in the feeding or care of animals.

(2) Exceptions applying to the operation of any permanent sawmill or the operation of any lath mill, shingle mill, or cooperage-stock mill; Provided, that these exceptions do not apply to a portable sawmill the lumber yard of which is used only for the temporary storage of green lumber and in connection with which no office or repair or maintenance shop is ordinarily maintained; and further Provided, that these exceptions do not apply to work which entails entering the sawmill building:

(a) Work in offices or in repair of maintenance shops.

(b) Straightening, marking, or tallying lumber on the dry chain or the dry drop sorter.

(c) Pulling lumber from the dry chain.

(d) Clean-up in the lumberyard.

(e) Piling, handling, or shipping of cooperage stock in yards or storage sheds, other than operating or assisting in the operation of power-driven equipment.

(f) Clerical work in yards or shipping sheds, such as done by ordermen, tallymen, and shipping clerks.

Definitions

The term "all occupations in logging" shall mean all work performed in connection with the felling of timber; the bucking or converting of timber into logs, poles, piles, ties, bolts, pulpwood, chemical wood, excelsior wood, cordwood, fence posts, or similar products; the collecting, skidding, yarding, loading, transporting, and unloading of such products in connection with logging; the constructing, repairing, and maintaining of roads, railroads, flumes, or camps used in connection with logging; the moving, installing, rigging, and maintenance of machinery or equipment used in logging; and other work performed in connection with logging. The term shall not apply to work performed in timber culture, timber-stand improvement, or in emergency fire-fighting.

The term "all occupations in the operation any sawmill, lath mill, shingle mill, or cooperage-stock mill" shall mean all work performed in or about any such mill in connection with storing of logs and bolts; converting logs or bolts into sawn lumber, laths, shingles, or cooperage stock; storing, drying and shipping lumber, laths shingles cooperage stock, or other products of such mills; and other work performed in connection with the operation of any sawmill, lath mill, shingle mill, or cooperage-stock mill. The term shall not include work performed in the planing-mill department or other remanufacturing departments of any sawmill, or in any planing mill or remanufacturing plant not a part of a sawmill.

ORDER NO. 5

POWER-DRIVEN WOODWORKING MACHINE OCCUPATIONS

The following occupations involved in the operation of powerdriven woodworking machines;

(1) The occupation of operating power-driven woodworking machines including supervising or controlling the operation of such machines, feeding material into such machines, and helping the operator to feed material into such machines, but not including the placing of material on a moving chain or in a hopper or slide for automatic feeding.

(2) The occupations of setting up, adjusting, repairing, oiling, or cleaning power-driven woodworking machines.

(3) The operations of off-bearing from circular saws and from guillotineaction veneer clippers.

Definitions

(1) The term "power-driven woodworking machines" shall mean all fixed or portable machines or tools driven by power and used or designed for cutting, shaping, forming, surfacing, nailing, stappling, wire stitching, fastening, or otherwise assembling, pressing, or printing wood or veneer.

(2) The term "off-bearing" shall mean the removal of material or refuse directly from a saw table or from the point of operation. Operations not considered as off-bearing within the intent of this section include: (a) the removal of material or refuse from a circular saw or guillotine-action veneer clipper where the material or refuse has been conveyed away from the saw table or point of operation by a gravity chute or by some mechanical means such as a moving belt or expulsion roller, and (b) the following operations when they do not involve the removal of material or refuse directly from a saw table or from the point of operation: the carrying, moving, or transporting of materials from one machine to another or from one part of a plant to another; the piling, stacking, or arranging of materials for feeding into a machine by another person; and the sorting, tying, bundling, or loading of materials.

Exemptions

Apprentices-This order shall not apply to the employment of apprentices in the occupations herein declared particularly hazardous: Provided, that (1) the apprentice is employed in a craft recognized as an apprenticeable trade, (2) the work of the apprentice training, is intermittent and for short periods of time, and is under the direct and close supervision of a journeyman as a necessary part of such apprentice training, and (3) the apprentice is registered by the Bureau of Apprenticeship and Training of the United States Department of Labor as employed in accordance with the standards established by that Bureau, or is registered by a State agency as employed in accordance with the standards of the State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, or is employed under a written apprenticeship agreement under conditions which substantially conform to such Federal or State standards as determined by the Secretary of Labor.

Student-learners-This order shall not apply to the employment of a student-learner in occupations herein declared particularly hazardous: Provided, however, that such a student-learner is enrolled in a course of study and training in a cooperative vocational training program under a recognized State or local educational authority or in a course of study in a substantially similar program conducted by a private school: Provided, further, that such student-learner be employed under a written agreement which shall provide; (1) that the work of the student-learner in the occupations herein declared hazardous shall be incidental to his training, shall be intermittent and for short periods of time, and shall be under the direct and close supervision of a qualified and experienced person; (2) that safety instruction shall be given by the school and correlated by the employer with on-the-job training; and (3) that a schedule of organized and progressive work processes to be performed on the job shall have been prepared. Such a written agreement shall carry the name of the student-learner, and shall be signed by the employer and the school coordinator or principal. Copies of the agreement shall be kept on file by both the school and the employer. This exemption for the employment of student-learners may be revoked in any individual situation wherein it is found that reasonable precautions have not been observed for the safety of minors employed thereunder.

ORDER NO. 6

OCCUPATIONS INVOLVING EXPOSURE TO RADIOACTIVE SUBSTANCES AND TO IONIZING RADIATIONS

Any work in any workroom in which (a) radium is stored or used in the manufacture of self-luminous compound; (b) self-luminous compound is made, processed, or packaged; (c) self-luminous compound is stored, used, or worked upon; (d) incandescent mantles are made from fabric and solutions containing thorium salts, or are processed or packaged, (e) other radioactive substances are present in the air in average concentrations exceeding 10 percent of the maximum permissible contrations in the air recommended for occupational exposure by the National Committee on Radiation Protection, as set forth in the 40-hour week column of table one of the National Bureau of Standards Handbook No. 69 entitled "Maximum Permissible Body Burdens and Maximum Permissible Concentrations of Radionuclides in Air and in Water for Occupational Exposure," issued June 5, 1959.

Definitions

As used in this section: the term "self-luminous compound" shall mean any mixture of phosphorescent material and radium, mesothorium, or other radioactive element; the term "workroom" shall include the entire area bounded by walls of solid material and extending from floor to ceiling; the term "ionizing radiations" shall mean alpha and beta particles, electrons, protons, neutrons, gamma, and X-ray and all other radiations which produce ionizations directly or indirectly, but does not include electromagnetic radiations other than gamma and X-ray.

ORDER NO. 7

POWER-DRIVEN HOISTING APPARATUS OCCUPATIONS

The following occupations involved in the operations of power-driven hoisting apparatus:

(1) Work of operating an elevator, crane, derrick, hoist, or high-lift truck, except operating an unattended automatic operation passenger elevator or an electric or air-operated hoist not exceeding 1-ton capacity.

(2) Work which involves riding on a manlift or on a freight elevator, except a freight elevator operated by an assigned operator.

(3) Work of assisting in the operation of a crane, derrick, or hoist performed by crane hookers, crane chasers, hookers-on, riggers, rigger helpers, and like occupations.

Definitions

The term "elevator" shall mean any power-driven hoisting or lowering mechanism equipped with a car or platform which moves in guides in a substantially vertical direction. The term shall include both passenger and freight elevators (including portable elevators or tiering machines), but shall not include dumbwaiters.

The term"crane" shall mean a power-driven machine for lifting and lowering a load and moving it horizontally, in which the hoisting mechanism is an integral part of the machine. The term shall include all types of cranes, such as cantilever gantry, crawler, gantry, hammerhead, ingot-pouring, jib, locomotive, motor truck, overhead traveling, pillar jib, pintle, portal, semigantry, semiportal, storage bridge, tower, walking jib, and wall cranes.

The term "derrick" shall mean a power-driven apparatus consisting of a mast or equivalent members held at the top by guys or braces, with or without a boom, for use with a hoisting mechanism and operating ropes. The term shall include all types of derricks, such as a frame, breast, Chicago boom, gin-pole, guy, and stiff-leg derricks.

The term "hoist" shall mean a power-driven apparatus for raising or lowering a load by the application of a pulling force that does not include a car or platform running in guides. The term shall include all types of hoists, such as base-mounted electric, clevis suspension, hook suspension, moorail, overhead electric, simple drum, and trolley suspension hoists.

The term "high-lift truck" shall mean a power-driven industrial type of truck used for lateral transportation that is equipped with a power-operated lifting device usually in the form of a fork or platform capable of tiering loaded pallets or skids one above the other. Instead of a fork, or platform, the lifting device may consist of a ram, scoop, shovel, crance, revolving fork, or ther attachments for handling specific loads. The term shall mean and include high-lift trucks known under such names as fork lifts, fork trucks, fork-lift trucks, tiering trucks, or stacking trucks, but shall not mean low-lift trucks or low-lift platform trucks that are designed for the transportation of, but the tiering of, material.

The term "manlift" shall mean a device intended for the conveyancy of persons which consists of platforms or brackets mounted on, or attached to, an endless belt, cable, chain or similar method of suspension; such belt, cable, or chain operating in a substantially vertical direction and being supported by and driven through pulleys, sheaves or sprockets at the tope or bottom.

ORDER NO. 8

POWER-DRIVEN METAL FORMING, PUNCHING, AND SHEARING MACHINE OCCUPATIONS

The occupations of operator of or helper on the following power-driven metal forming, punching, and shearing machines:

(1) All rolling machines, such as beading, straightening, corrugating, flanging, or bending rolls; and hot or cold rolling mills.

(2) All pressing or punching machines, such as punch presses except those provided with full automatic feed and ejection and with a fixed barrier guard to prevent the hands or fingers of the operator from entering the area between the dies; power presses; and plate punches.

(3) All bending machines, such as apron brakes and press brakes.

(4) All hammering machines, such as drop hammers and power hammers.

(5) All shearing machines, such as guillotine or squaring shears: aligator shears; and rotary shears.

The occupations of setting up, adjusting, repairing, oiling, or cleaning these machines including those with automatic feed and ejection.

Definitions

The term "operator" shall mean a person who operates a machine covered by this Order by performing such functions as starting or stopping the machine, placing materials into or removing them from the machine, or any other functions directly involved in operation of the machine.

The term "helper" shall mean a person who assist in the operation of a machine covered by this Order by helping place materials into or remove them from the machine.

The term "forming, ounching, and shearing machines" shall mean power-driven metal-working machines, other than machine tools, which change the shape of or cut metal by means of tools, such as dies, rolls, or knives which are mounted on rams, plungers, or other moving parts. Types of forming, punching, and shearing machines enumerated in this section are the machines to which the designation is by custom applied.

Exemptions

Exemptions for apprentices and student-learners in Hazardous Occupations Order No. 5 apply also under this Order.

ORDER NO. 9

OCCUPATIONS IN CONNECTION WITH MINING, OTHER THAN COAL

All occupations in connection with mining, other than coal, except the following:

(1) Work in offices, in the warehouse or supply house, in the change house, in the laboratory, and in repair or maintenance shops not located underground.

(2) Work in the operation and maintenance of living quarters.

(3) Work outside the mine in surveying, in the repair and maintenance of roads, and in general clean-up about the mine property such as clearing brush and digging drainage ditches.

(4) Work of track crews in the building and maintaining of sections of railroad track located in those areas of open-cut metal mines where mining and haulage activities are not being conducted at the time and place that such building and maintenance work is being done.

(5) Work in or about surface placer mining operations other than placer dredging operations and hydraulic placer mining operations.

(6) The following work in metal mills other than in mercury-recovery mills or mills using the cyanide process:

  (a) Work involving the operation of jigs, sludge tables, flotation cells, or drier-fliters.

  (b) Work of hand-sorting at picking table or picking belt.

  (c) General clean-up work:

Provided, however, that nothing in this section shall be construed as permitting employment of minors in any occupation prohibited by any other hazardous occupations order issued by the Secretary of Labor.

Definitions

As used in this section: The term "all occupations is connection with mining, other than coal" shall mean all work performed underground in mines and quarries; on the surface at underground mines and underground quarries; in or about open-cut mines, open quarries, clay pits, and sand and gravel operations; at or about placer mining operations; at or about dredging operations for clay, sand or gravel; at or about bore-hole mining operations; in or about all metal mills washer plants, or grinding mills reducing the bulk of the extracted minerals; and at or about any other crushing, grinding, screening, sizing, washing or cleaning operations performed upon the extracted minerals except where such operations are performed as a part of a manufacturing process. The term shall not include work performed in subsequent manufacturing or processing operations, such as work performed in smelters, electrometallurgical plants, refineries, reduction plants, cement mills, plants where quarried stone is cut, sanded and further processed or plants manufacturing clay, glass, or ceramic products. Neither shall the term include work performed in connection with coal mining, in petroleum production, in natural-gas production, nor in dredging operations which are not a part of mining operations, such as dredging for construction or navigation purposes.

ORDER NO. 10

OCCUPATIONS INVOLVING SLAUGHTERING, MEAT PACKING OR PROCESSING, OR RENDERING

The following occupations in or about slaughtering and meat packing establishments, rendering plants, or wholesale, retail or service establishments are particularly hazardous for the employment of minors between 16 and 18 years of age or detrimental to their health or well-being:

(1) All occupations on the killing floor, in curing cellars, and in hide cellars, except the work of messengers, runners, hand-truckers, and similar occupations which require entering such workrooms or workplaces infrequently and for short periods of time.

(2) All occupations involved in the recovery of lard and oils, except packaging and shipping of such products and the operation of hard-roll machines.

(3) All occupations involved in tankage or rendering of dead animals, animal offal, animal fats, scrap meats, blood, and bones into stock feeds, tallow, inedible greases, fertilizer ingredients, and similar products.

(4) All occupations involved in the operation or feeding of the following power-driven meat-processing machines, including setting-up, adjusting, repairing, oiling, or cleaning such machines: meat and bone cutting saws, knives (except bacon slicing machines), head-splitters, and guillotine cutters; snout-pullers and jaw-pullers; skinning machines; horizontal rotary washing machines; casing-cleaning machines such as crushing, stripping, and finishing machines; grinding, mixing, chopping, and hashing machines; and presses (except belly-rolling machines).

(5) All boning occupations.

(6) All occupations that involve the pushing or dropping of any suspended carcass, half carcass, or quarter carcass.

(7) All occupations involving hand-lifting or hand-carrying any carcass or half carcass of beef, or horse, or any quarter carcass of beef or horse.

Definitions

The term "slaughtering and meat packing establishments" shall mean places in or about which cattle, calves, hogs, sheep, lambs, goats, or horses are killed, butchered, or processed. The term shall also include establishments which manufacture or process meat products or sausage casings from such animals.

The term "rendering Plants" shall mean establishments engaged in the conversion of dead anaimals, animal offal, animal fats, scrap meats, blood, and bones into stock feeds, tallow, inedible greases, fertilizer ingredients, and similar products.

The term "killing floor" shall include that workroom or workplace where cattel, calves, hogs, sheep, lamb, goats, or dressed prior to chilling.

The term "curing cellar" shall include that workroom or workplace which is primarily devoted to the preservation and flavoring of meat by curing materials. It does not include that workroom or workplace where meats are smacked.

The term "hide cellar" shall include that workroom or workplace where hides are graded, trimmed, salted, and otherwise cured.

The term "boning occupations" shall mean the removal of bones from meat cuts. It shall not include work that involves cutting, scrapping, or trimming meat from cuts containing bones.

Exemptions

The killing and processing of poultry, rabbits, or small game in areas physically separated from the killing floor.

Exemptions for apprentices and student-learners in Hazardous Occupations Order No. 5 apply also under this Order.

ORDER NO. 11

POWER-DRIVEN BAKERY MACHINE OCCUPATIONS

The following occupations involved in the operation of power-driven bakery machines:

(1) The occupations of operating, assisting tò operate, or setting up, adjusting, repairing, oiling, or cleaning any horizontal or vertical dough mixer; batter mixer; bread dividing, round, or molding machine; dough brake; dough sheeter; combination bread slicing and wrapping machine; or cake cutting band saw.

(2) The occupation of setting up or adjusting a cooky or cracker machine.

ORDER NO. 12

POWER-DRIVEN PAPER-PRODUCTS MACHINE OCCUPATIONS

The occupations of operating or assisting to operate any of the following power-driven paper-products machines:

(1) Arm-type wire stitcher or stapler, circular or band saw, corner cutter or mitering machine, corrugating and single-or double-facing machine, envelope die-cutting press, guillotine paper cutter or shear, horizontal bar scorer, laminating or combining machine, sheeting machine, scrap-paper baler, or vertical slotter.

(2) Platen die-cutting press, platen printing press, or punch press which involves hand feeding of the machine.

The occupations of setting up, adjusting, repairing, oiling, or cleaning these machines including those which do not involve hand feeding.

Definitions

The term "operating or assisting to operate" shall mean all work which involves starting or stopping a machine covered by this Order, placing materials into or removing them from the machine, or any other work directly involved in operating the machine.

The term "paper=products machine" shall mean power-driven machines used in the remanufacture or conversion of paper or pulp into a finished product. The term is understood to apply to such machines whether they are used in establishments that manufacture converted paper or pulp products, or in any other type of manufacturing or nonmanufacturing establishment.

Exemptions

Exemptions for apprentices and student-learners in Hazardous Occupations Order No. 5 apply also under this Order.

ORDER NO. 13

OCCUPATIONS INVOLVED IN THE MANUFACTURE OF BRICK, TILE AND KINDRED PRODUCTS

The following occupations involved in the manufacture of clay construction products and of silica refractory products;

(1) All work in or about establishments in which clay construction products are manufactured, except (a) work in storage and shipping; (b) work in offices, laboratories, and storerooms; and (c) work in the drying departments of plants manufacturing sewer pipe.

(2) All work in or about establishments in which silica brick or other silica refractories are manufactured, except work in offices.

(3) Nothing in this section shall be construed as permitting employment of minors in any occupation prohibited by any other hazardous occupations order issued by the Secretary of Labor.

Definitions

The term "clay construction products" shall mean the following clay products: Brick, hollow structural tile, sewer pipe and kindred products, refractories, and other clay products such as architectural terra cotta, glazed structural tile, roofing tile, stove lining, chimney pipes and tops, wall coping, and drain tile. The term shall not include the following nonstructural--bearing clay products: ceramic floor and wall tile, mosaic tile, glazed and enameled tile, faience, and similar tile, nor shall the term include nonclay construction products such as sand-lime brick, glass brick, or nonclay refractories.

The term "silica brick or other silica refractories" shall mean refractory products produced from raw materials containing free silica as their main constituent.

ORDER No. 14

OCCUPATIONS INVOLVED IN THE OPERATION OF POWER-DRIVEN CIRCULAR SAWS, BAND SAWS, AND GUILLOTINE SHEARS

The occupations of operator of or helper on the following power-driven fixed or portable machines except machines equipped with full automatic feed and ejection:

(1) Circular saws.

(2) Band saws.

(3) Guillotine shears.

The occupations of setting up, adjusting, repairing, oiling, or cleaning circular saws, band saws, and guillotine shears.

Definitions

The term "operator" shall mean a person who operates a machine covered by this Order by performing such functions as starting or stopping the machine, placing materials into or removing them from the machine, or any other functions directly involved in operation of the machine.

The term "helper" shall mean a person who assists in the operation of a machine covered by this Order by helping place materials into or remove them from the machine.

The term "machines equipped with full automatic feed and ejection" shall mean machines covered by this Order which are equipped with devices for full automatic feeding and ejection and with a fixed barrier guard to prevent completely the operator or helper from placing any part of his body in the point-of-operation area.

The term "circular saw" shall mean a machine equipped with a thin steel disc having a continuous series of notches or teeth on the periphery, mounted on shafting, and used for sawing materials.

The term "band saw" shall mean a machine equipped with an endless steel band having a continuous series of notches or teeth, running over wheels or pulleys, and used for sawing materials.

The term "guillotine shear" shall mean a machine equipped with a movable blade operated vertically and used to shear materials. The term shall not invlude other types of shearing machines, using a different form of shearing action, such as alligator shears or circular shears.

Exemptions

Exemptions for apprentices and student-learners in Hazardous Occupations Order No. 5 apply also under this Order.

ORDER NO. 15

OCCUPATIONS INVOLVED IN WRECKING, DEMOLITION, AND SHIPBREAKING OPERATIONS

All occupations in wrecking, demolition, and shipbreaking operations.

Definitions

The term "wrecking, demolition, and shipbreaking operations" shall mean all work, including clean-up and salvage work, performed at the site of the total or partial razing, demolishing, or dismantling of a building, bridge, steeple, tower, chimney, other structure, ship or other vessel.

ORDER NO. 16

OCCUPATIONS IN ROOFING OPERATIONS

All occupations in roofing operations.

Definitions

The term "roofing operations" shall mean all work performed in connection with the application of weather proofing materials and substances (such as tar or pitch, asphalt prepared paper, tile, slate, metal, translucent materials, and shingles of asbestos, asphalt or wood) to roofs of buildings or other structures. The term shall also include all work performed in connection with: (1) The installation of roofs, including related metal work such as flashing and (2) alterations, additions, maintenance, and repair, including painting and coating, of existing roofs. The term shall not include gutter and downspout work; the construction of the sheathing or base of roofs; or the installation of television antennas, air conditioners, exhaust and ventilating equipment, or similar appliances attached to roofs.

Exemptions

Exemptions for apprentices and student-learners contained in Hazardous Occupations Order No. 5 apply also under this Order.

ORDER NO. 17

OCCUPATIONS IN EXCAVATION OPERATIONS

The following occupations in excavation operations are particularly hazardous for the employment of persons between 16 and 18 years of age:

(1) Excavating, working in, or backfilling (refilling) trenches, except (i) manually excavating or manually backfilling trenches that do not exceed four feet in depth at any point, or (ii) working in trenches that do not exceed four feet in depth at any point.

(2) Excavating for buildings or working in such excavations, except (i) manually excavating to a depth not exceeding four feet below any ground

surface adjoining the excavation, or (ii) working in an excavation not exceeding such depth, or (iii) working in an excavation where the side walls are shored or sloped to the angle of repose.

(3) Working within tunnels prior to the completion of all driving and shoring operations.

(4) Working within shafts prior to the completion of all sinking and shoring operations.

Exemptions for apprentices and student-learners in Hazardous Occupations Order No. 5 apply also under this Order.

PART 10

SOCIAL SECURITY, WITHHOLDING TAX, LABOR UNIONS

SECTION I

General

Since any student participating in this type of training program is a paid employee, certain factors apply to him as they would apply to any other employees of the training center. Just because he is a student, he is not releived of these responsibilities.

SECTION II

Social Security

If a student does not have a Social Security account number, which is shown on the social security card, he should check at the nearest social security office. If there is no social security office in his town, he may ask at the post office for an application blank.

SECTION III

Withholding Tax

The employer will withhold a certain portion of the students wages from his pay period for Federal income tax purposes. If the earnings during a calendar year does not exceed $600.00 (This includes any other earnings the student may receive during the year) the student may file for a refund.

SECTION IV

Labor Unions

Before any student is placed in a training center, it should be determined to what extent, if any, the labor unions representing employees are involved. This information can be secured from the employer, employees or labor union reprensetatives. As each training center is an individual establishment, and the occupational training may vary, each student's case must be handled individualy. It is the responsibility of the school to insure that this determination is made.

PART 11

RECORDS AND REPORTS

SECTION I

Arkansas Record Book

The Arkansas Record Book for students of Vocational Agriculture has been revised to include the S.T.A.E. program.

The front cover provides a place to name the agricultural occupation which the student is pursuing and the name of the Training Center where he is employed.

Pages 15 and 16 in the record book are to be used by students in the S.T.A.E. program. These are the only two pages in the record book specifically used for this program, however some of the other pages could be used in connection with the students Future Farmer activities and inventories.

An example of these two pages are found on pages 60 and 61. This example shows what the completed records might resemble. All the information should be entered before the students commences his on the job training, except "hrs. completed" under both the Training Outline and Course of Study, plus the "Weekly Record of Hours Employed and Earnings".

The method of keeping a record of the hours completed under the various parts of the Training Outline and the Course of Study will be left to the discretion of the student or the vocational agriculture teachers. One method that could be used would be to record the type of work done and hours worked on a calendar which has room for notes under each day; another is by the use of a sheet on which all the parts are listed and straight lines in groups of five are used (~~1111~~ 11). The important thing is that some suitable method be used.

The Weekly Record of Hours Employed and Earnings should be brought up to date each week. This form is so designed that the first week of employment could be any week of the year. Each week should have an entry even if it is only the Monday date of the week and a "0" indicating that there were no hours of employment that week. Under "Total Wages", use the total wages earned, before any deductions are with held. These will not necessary coincide with pay periods of the student but should agree at the end of the training periods.

SUPERVISED TRAINING FOR AGRICULTURAL EMPLOYMENT

Agricultural Occupation: NURSERYMAN

Training Center: BROWN'S NURSERY

Person Responsible For Training Student: JOHN L. BROWN

Length of Training Period (Wks.): 51

HOURS:	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
In School	8:30-2:30	8:30-2:30	8:30-2:30	8:30-2:30	8:30-2:30	xx
Training Center	3:00-5:30	3:00-5:30	3:00-5:30	3:00-5:30	3:00-5:00	9:00-12:00

Beginning Wages: $ .95 per hour.

TRAINING OUTLINE (Training Center)

	Knowledge - Manipulative Skills - Abilities	Hrs. Planned	Hrs. Completed
1.	PROPAGATING TREES, SHRUBS, VINES OR		
2.	FLOWERING PLANTS	130	112
3.	PRUNING	25	20
4.	CONTROLLING INSECTS AND DISEASES	30	53
5.	REGULATING HEAT, WATER, LIGHT, AND HUMIDITY	80	67
6.	SOIL AND FERTILIZER REQUIREMENTS	75	82
7.	PLANTING SEEDS AND CUTTINGS	75	71
8.	GRAFTING AND BUDDING	30	18
9.	PURCHASING STOCK AND EQUIPMENT	35	42
10.	PREPARING FOR SHIPMENT AND SALE	95	107
11.	REPAIRING AND MAINTAINING EQUIPMENT	45	54
12.	MERCHANDISING AND BOOKKEEPING	30	16
13.	LANDSCAPE DESIGN	100	72
14.	Cultivation	0	28
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.	TOTAL	750	742

COURSE OF STUDY (School)

	Units of Instruction In Occupational Field	Hrs.Planned	Hrs.Completed
1.	PLANT IDENTIFICATION	20	21
2.	SOILS AND FERTILIZERS FOR NURSERY STOCK	30	30
3.	PROPAGATION	10	8
4.	PRUNING, GRAFTING AND BUDDING	15	13
5.	HEAT, LIGHT, WATER AND HUMIDITY		
6.	REQUIREMENTS	15	16
7.	INSECT AND DISEASE CONTROL	20	24
8.	NURSERY EQUIPMENT	15	10
9.	LANDSCAPE DESIGN	20	22
10.			
11.			
12.	TOTAL	145	144

WEEKLY RECORD OF HOURS EMPLOYED AND EARNINGS

WEEK and Mon.Date	Hours Employed	Rate per Hour	Total Wages	WEEK and Mon.Date	Hours Employed	Rate per Hour	Total Wages	WEEK and Mon.Date	Hours Employed	Rate per Hour	Total Wages
1964 7-6 1	4	.95	3.80	11-9 19	15	1.05	15.75	3-15 37	15	1.25	18.75
7-13 2	12	.95	11.40	11-16 20	14	1.05	14.70	3-22 38	15	1.25	18.75
7-20 3	15	.95	14.25	11-23 21	24	1.05	25.20	3-29 39	16	1.25	20.00
7-27 4	15	.95	14.25	11-30 22	15	1.05	15.75	4-5 40	15	1.25	18.75
8-3 5	17	.95	16.15	12-7 23	12	1.05	12.60	4-12 41	10	1.25	12.50
8-10 6	18	.95	17.10	12-14 24	15	1.05	15.75	4-19 42	14	1.25	17.50
8-17 7	15	.95	14.25	12-21 25	30	1.15	34.50	4-26 43	15	1.25	18.75
8-24 8	21	.95	19.95	12-28 26	25	1.15	28.75	5-3 44	9	1.30	11.70
8-31 9	17	.95	16.15	1965 1-4 27	15	1.15	17.25	5-10 45	15	1.30	19.50
9-7 10	12	.95	11.40	1-11 28	14	1.15	16.10	5-17 46	15	1.30	19.50
9-14 11	15	.95	14.25	1-18 29	0	–	–	5-24 47	25	1.30	32.50
9-21 12	13	.95	12.35	1-25 30	5	1.15	5.75	5-31 48	18	1.30	23.40
9-28 13	15	1.05	15.75	2-1 31	10	1.15	11.50	6-7 49	10	1.30	13.00
10-5 14	14	1.05	14.70	2-8 32	15	1.15	17.25	6-14 50	0	–	–
10-12 15	15	1.05	15.75	2-15 33	13	1.15	14.95	6-21 51	19	1.30	24.70
10-19 16	9	1.05	9.45	2-22 34	16	1.15	18.40	6-28 52	6	1.30	7.80
10-26 17	10	1.05	10.50	3-1 35	13	1.15	14.95				
11-2 18	22	1.05	23.10	3-8 36	15	1.15	17.25	TOTAL	742	XXX	828.05

SECTION II

Reports

At the writing of this manual, the report forms that may need changes to include S.T.A.E. students have not been revised. It is anticipated that there will be some minor revisions made on certain report forms.

Instructors having S.T.A.E. students in the Vo-Ag program should carefully read the "Instructions For Making Reports" which will be included in the Report Forms package. These instructions will include information on any changes or new report forms concerning these students.

SECTION III

Other Records or Reports

As a student receiving training in the S.T.A.E. program is a regularly enrolled student of vocational agriculture in high school, all records or reports required by the school or department for any student must be made. (Class rolls, attendance, grade sheets, enrollment cards, registers, etc).

Minutes of the meetings of the S.T.A.E. Advisory Committee should be kept on file for reference.

Copies of each students Individual Training Plan and Training Center Evaluation forms should also be on file.

PART 12

INSTRUCTIONAL MATERIALS

SECTION I

General

Adequate instructional materials should be available for use by S.T.A.E. students. The Course of Study that the student will pursue in the classroom instruction part of the training must be supported by ample reference materials.

Since most of the time spent in the in-school part of the program will be largely on an individual, supervised study basis, reference materials on the occupational field is required. In many departments the reference books, bulletins, magazines, and pamplets already on hand will be sufficient for some of the units in the Course of Study. It may be necessary to secure additional reference materials when more specific and detailed units of the occupation are being studied.

There are certain other instructional and reference materials that will be necessary when the student is engaged in those studies relative to employment in general. It is probable that in most departments, materials of this type is rather limited.

As stated in Part 4, Section II E., the school is responsible for providing these materials. The amount of reference material may vary according to the number of students enrolled, the occupations being pursed by the students, and the availabiltiy of materials in certain occupational areas. It is possible that some instructional or reference materials could be made available through the training centers.

SECTION II

Suggested References

Although the following is not a complete list of all the available references that could be used in an S.T.A.E. training program, it includes some which should be placed in the library for S.T.A.E. students. It also includes some which the teacher should have available when starting the program. The school may find other materials which would be useful as references.

Handbook of Agricultural Occupations, Hoover, N. K; The Interstate Printers and Publishers, Danville, Illinois, 1963.

Occupational Outlook Handbook, 1963 Revision, U. S. Department of Labor, Bureau of Labor Statistics. Superintendent of Documents, U. S. Goverment Printing Office, Washington 25, D. C.

An Annotated Digest of the Labor Laws of the State of Arkansas, Arkansas Department of Labor, 624 West Seventh Street, Little Rock, Arkansas.

The following may be obtained from:

U. S. Department of Labor, Wage and Hour and Public Contracts Divisions, Washington 25, D. C.

A Guide to Child-Labor Provisions of the Fair Labor Standards Act. Child Labor Bulletin No. 101.

Agriculture and the Child Labor Requirements of the Fair Labor Standards Act, Child Labor Bulletin No. 102.

Employment of Student-Learners, Title 29, Part 520

Agriculture and Related Exemptions Under the Fair Labor Standards Act, Pamplet.

Exemptions Applicable to Agriculture, Processing of Agricultural Commodities, and Related Subjects, Title 29, Part 780.

Area of Production, Part 536 (29CFR)

Employment of Full-time Students in Retail or Service Establishments at Special Minimum Wages, Part 519, (29CFR)

Handy Reference Guide to the Fair Labor Standards Act, Pamplet

Social Security, Miscellaneous pamplets on Social Security may be obtained from local social security offices. There are too many to list each that might be used in the instructional part of the program.

NOTE: A more complete list of reference materials will be made available as a supplement to this manual during the summer of 1964. There is a considerable amount of available literature which must be revised before solution of suggested materials.